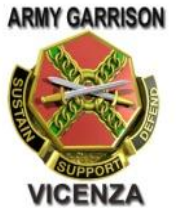




PASSPORT OFFICE CENTRAL PROCESSING FACILITY



OFFICIAL

FIRST TIME ADULT PASSPORT OR MINOR UNDER 16 YRS OLD

(no expedite service overseas)

***application must be signed in front of an agent!**

Office Address:	USAG VICENZA PASSPORT OFFICE BLDG 393, VIALE DELLA PACE, 193 VICENZA ITALY 36100
Email:	usarmy.vicenza.imcom.list.cpf@mail.mil
Telephone number:	634-7721 / 6998
Office hours	Mon, Tues, Wed & Fri 0900-1130
FORMS ONLINE	www.travel.state.gov

CHECKLIST

<input type="checkbox"/>	No Fee & Official Passport <ul style="list-style-type: none">• FREE• must submit a copy of orders for dependents with /Sponsors ID• Soldiers require TDY Orders OR a TASK ORD• Civilians require CPAC Memo <p>*Parents and child/children must be present at the time of application. If one parent is unavailable, applying parent must submit a notarized DS 3053 or a Special Power of Attorney and front/back copy of ID card from the absent parent</p>
<input type="checkbox"/>	Fill out form "on-line" DS 11 <ul style="list-style-type: none">• HANDWRITTEN FORM WILL NOT BE ACCEPTED-ON LINE FORM ONLY• BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORMS• Application must be signed in front of Passport Agent
<input type="checkbox"/>	Proof of Citizenship <ul style="list-style-type: none">• Original Birth Certificate (long form)• Initial application-original birth certificate must be submitted w/packet• Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad <p>(to order birth certificate online, www.vitalcheck.com)</p> <ul style="list-style-type: none">• Name Change documentation (if applicable)• MINORS: Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)
<input type="checkbox"/>	MINORS: (bring all) <ul style="list-style-type: none">• Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)
<input type="checkbox"/>	1 Passport Photo per application (Must be taken within 6 months and size must be in accordance w/the Department of State Photo requirements) <ul style="list-style-type: none">• Photo lab located at bldg 93: www.vios.army.mil (see attached)
<input type="checkbox"/>	Memo required for the Department of State: <ul style="list-style-type: none">• Memo needs to state country of destination, dates of travel and travelers name (for guidance please visit www.FCG.PENTAGON.MIL)• Must be signed by the company commander
<input type="checkbox"/>	ID Card